

## Incident Reporting Changes for DHHS Incident and Death Report (Form QM02)

The *DHHS Incident and Death Report (Form QM02)* is being modified, and the revised edition will be made available with the implementation of the web-based incident reporting system. In the meantime, the following reporting changes are to be made effective immediately.

1. **Page 1 of 6, Consumer Information, Social Security Number:**

Do not submit the consumer's social security number. Instead, write the consumer's **client number** in the space allotted for the social security number. The **client number** is the identification number assigned to the consumer by the home LME. This is the identification number used to report data to the Division's Consumer Data Warehouse (CDW). It may be up to 15 digits long. The length of the assigned numbers may vary from LME to LME. The LME will provide the **client number** to the provider as needed.

2. **Page 1 of 6, Description of Incident, Other People Involved:**

Do not provide the name of other consumers in this section. In the check boxes write in the number of other consumers who were involved in the incident.

NOTE: When submitting a description of the incident or submitting a statement by a witness, do not include another consumer's name, initials, identification number or any other identifying information.

3. **Page 2 of 6, Type of Incident, Other Incident:**

*Unplanned consumer absence more than three hours over time allowed.* This refers to more than three hours over the time noted in the Person Centered Plan.

4. **Page 5 of 6, DHHS Criteria for Determining Level of Response to Incidents, Consumer Injury:**

The criteria for reporting an **injury** to a consumer due to **aggressive behavior** shall include injuries due to rape or sexual assault. **Report as a Level III incident** "*any injury that results in permanent physical or psychological impairment and any allegation of rape or sexual assault by someone other than a staff member or caregiver.*"

5. **Page 5 of 6, DHHS Criteria for Determining Level of Response to Incidents, Abuse:**

The criteria for reporting **abuse** of a consumer shall include rape or sexual assault by a staff member or caregiver. **Report as a Level III incident** "*Any allegation of abuse, neglect, or exploitation that involves an allegation of rape or sexual assault by a staff member or caregiver or results in permanent physical or psychological impairment or arrest.*"